



SPECIAL MEETING

**SENIOR CITIZENS ADVISORY BOARD
AGENDA**

Tuesday, February 20, 2018 • 8:30 a.m. San Bruno Senior Center 1555 Crystal Springs Road, San Bruno

WELCOME TO OUR ADVISORY BOARD MEETING: If you wish to speak on an item under discussion by the Board and appearing on the agenda, you may do so upon receiving recognition from the Board Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC COMMENT. In compliance with the American Disabilities Act, individuals requiring accommodation for this meeting should notify us 48 hours prior to the meeting (616-7150).

- 1. CALL TO ORDER/ROLL CALL:**
- 2. PLEDGE OF ALLEGIANCE:**
- 3. REVIEW OF AGENDA:**
- 4. APPROVAL OF MINUTES: January 16, 2018 and January 29, 2018**
- 5. CONSENT CALENDAR:**
- 6. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:** Note: Board policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Board from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.
- 7. NEW BUSINESS:**
 - a. Treasurer's Report – January 2018
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data – (Tessier, Rangel)
 - c. Update on Bocce Ball Bench Installation and Dedication – (Brewer)
 - d. Review and Purchase of New Bulletin Boards for Multi-Purpose Room – (Brewer)
- 8. UNFINISHED BUSINESS:**
 - a. Update Regarding Senior Volunteer Recognition Luncheon – Oral (Tessier, Rangel)
 - b. Update on Senior Center Restoration – Oral (Brewer)
- 9. ITEMS FROM BOARD MEMBERS:**
- 10. ITEMS FROM STAFF:**
- 11. ADJOURNMENT**

**** POSTED PURSUANT TO LAW ****



MEETING MINUTES

Senior Citizens Advisory Board January 16, 2018

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:01 a.m. Board Members Present: Chair Goff, Carmichael, Chu, Hayes, Tracey, and Treasurer Hornung. Board Members Excused: Green and Luzaich. Staff Present: Brewer, Rangel, Tessier, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Chair Goff led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **APPROVAL OF MINUTES:** **MSC Chu/Hayes** to approve the minutes of the November 21, 2017 and December 11, 2017 meetings. Approved unanimously.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Treasurer's Report – November and December 2017 Treasurer's Report filed for audit.
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data – Monthly Information and Referral Report and Nutrition Site Report were distributed and reviewed, received, and filed for November and December 2017.
 - c. Approval of the 2018 Meeting Schedule – The Board reviewed the schedule and **MSC Hayes/Carmichael** to approve the 2018 Meeting Schedule as presented. Approved unanimously.
 - d. Update on Nominations and Election for Senior Citizens Advisory Board – Superintendent Brewer told the Commission that two positions on the Senior Advisory Board were due for re-election and Board Members Hayes and Green were running again as well as a new nomination from David Padilla. Supervisor Tessier added that there would be statements from each candidate posted on the Senior Center communication boards as well as the Senior Center Newsletter. Each candidate would speak during lunch held at the Veterans Memorial Building on Monday, February 5. Superintendent Brewer said that the voting would take place in both the Senior Center and Veterans Memorial Building on Wednesday, February 7, 2018.
 - e. Relocation of Senior Citizens Advisory Board Meetings to Veterans Memorial

Recreation Center in February and March – Superintendent Brewer told the Board that due to the lunch and activities taking place at the Veterans Memorial Building during the reconstruction of the Senior Center it would be difficult to move the Board's February and March meeting out of the Senior Center. She suggested the Board move the time of the meeting instead. **MSC Hayes/Carmichael** to change the Senior Advisory Board's meetings in February and March to 8:30 a.m. Approved unanimously.

8. UNFINISHED BUSINESS:

- a. Update on Senior Center Restoration – Superintendent Brewer told the Board that construction for the Senior Center was on schedule. They will be replacing the floor from February 14 through the 26. All scheduled activities would be moved to the Veterans Memorial Recreation Center for that time and Bingo would be cancelled for those two weeks. Staff anticipates the reopening of the Senior Center in early March.
- b. Update on Senior Center Deck Replacement – Superintendent Brewer said that the deck replacement was almost complete.

9. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS: Board Member Chu

asked for an update on the warranty and final cost of the Senior Center bocce ball court. Superintendent Brewer replied that the warranty was one year and will report back on the final cost during the next meeting. Superintendent Brewer added that two new benches for the bocce ball court were ordered and would be installed over the next week. **Board Member Hayes** asked staff if the tables and chairs which need replacement had been identified yet. Superintendent Brewer replied that staff had taken inventory of how many replacements were needed and would be requesting funding in the next fiscal year.

- 10. ITEMS FROM STAFF:** Superintendent Brewer told the Board that the 2018 City Council Liaison is Michael Salazar. He asked for Superintendent Brewer to let the Commission know that due to his job he would be unable to attend a Board meeting but is always available by phone or email. Superintendent Brewer introduced the new Recreation Coordinator, Eva Rangel.

- 11. ADJOURNMENT:** Vice Chair Green adjourned the meeting at 9:31 a.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
Community Services



SPECIAL MEETING MINUTES

**Senior Citizens Advisory Board
January 29, 2018**

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:00 a.m. Board Members Present: Chair Goff, Vice Chair Green, Carmichael, Chu, Hayes, Luzaich, and Treasurer Hornung. Board Members Absent: Tracey. Staff Present: Brewer, Burns, Rangel, and Tessier.
2. **PLEDGE OF ALLEGIANCE:** Chair Goff led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **APPROVAL OF MINUTES:** None.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:**
7. **CONDUCT OF BUSINESS:** None.
8. **UNFINISHED BUSINESS:**
 - a. Report on Status of Senior Center Deck Replacement, and Senior Center Repairs, Final Selection of Flooring and Wall Colors – Director Burns reviewed the selected wall colors with the Board. Superintendent Brewer reviewed the upcoming schedule with the Board which included moving some Senior Center activities and classes to the Veterans Memorial Recreation Center from February 14 through March 2. The Senior Center is scheduled to be completed by Saturday, March 3 with all classes to resume at the Senior Center by Monday, March 5.
Board Member Chu asked if the roll up kitchen doors would be painted and Director Burns replied that they would be. Director Burns added that all the work is under warranty and if there were any problems to please let staff know as soon as possible.
9. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**
10. **ITEMS FROM STAFF:** None.
11. **ADJOURNMENT:** Vice Chair Green adjourned the meeting at 9:19 a.m.

SENIOR ADVISORY BOARD TRUST FUND REPORT

JANUARY 31, 2018

Checking Account Balance 12/31/2017	\$ 13,255.08	
Interest	\$ 0.57	
Deposit	\$ -	
Checks	\$ (100.00)	
Checking Account Balance 1/31/2018		\$ 13,155.65
Amount held at City of San Bruno prior 7/1/2013		\$ 103,932.20
Amount held at City of San Bruno July 1, 2013-June 30, 2017		\$ 56,499.44
Amount deposited to City since 7/1/2017	\$ 5,223.77	
Deposit made to City account January	\$ 29.00	
Deposit made to City account January	\$ 95.00	
Deposit made to City account January	\$ 215.50	
Deposit made to City account January	\$ 130.00	
Deposit made to City account January	\$ 325.80	
Amount deposited to City this fiscal year		\$ 6,019.07
TOTAL NET WORTH JANUARY 31, 2018		\$ 179,606.36

2017-18 Information and Referral Statistics

	July	August	September	October	November	December	January	February	March	April	May	June
Housing	2	1	0	1	0	0	0					
Shopping	1	1	1	1	0	0	1					
Transportation	4	2	3	2	3	2	11					
Assisted Living	2	0	1	0	0	0	1					
Legal	8	1	0	1	1	0	2					
Insurance	2	0	0	1	0	0	1					
Welfare Check	1	1	0	0	0	0	0					
Health	0	0	1	0	1	1	4					
Counseling	0	0	0	0	0	0	1					
Clean/Repair	2	0	2	1	2	3	3					
General	0	5	6	9	3	2	9					
Monthly Total	22	11	14	16	10	8	33	0	0	0	0	0

Class Attendance - January 2018

[illegible]

Nutrition Site Report - January 2018

Day	Date	Total Prepared Hot Meals & Salads	Total Served Hot Meals	Total Served Salads	Total Served Hot Meals & Salads	Non-Senior Donations
Mon	1					
Tues	2	75	71		71	5.50
Wed	3	90	85		85	
Thur	4	55	54		54	11.00
Fri	5	70	70			16.50
Mon	8	85	84		84	11.00
Tues	9	80	79		79	11.00
Wed	10	105	104		104	
Thur	11	90	87		87	16.50
Fri	12	90	88		88	5.50
Mon	15					
Tues	16	75	74		74	16.50
Wed	17	135	133		133	
Thur	18	70	66		66	11.00
Fri	19	80	79		79	5.50
Mon	22	85	84		84	5.50
Tues	23	85	83		83	16.50
Wed	24	100	99		99	
Thur	25	65	61		61	5.50
Fri	26	90	86		86	
Mon	29	80	78		78	5.50
Tues	30	90	87		87	16.50
Wed	31	110	109		109	5.50
Total		1805	1761	0	1691	165



CITY OF SAN BRUNO

COMMUNITY SERVICES DEPARTMENT

DATE: February 20, 2018
TO: Senior Citizens Advisory Board
FROM: Danielle Brewer, Community Services Superintendent
SUBJECT: Review and Purchase of New Bulletin Boards for Multi-Purpose Room

BACKGROUND:

Historically there were two bulletin boards in the Multi-Purpose Room at the Senior Center. One of the boards was reserved for the City to communicate with the community regarding events. The second board was for the community to post information that may be of interest to the senior community.

DISCUSSION:

Due to the vehicle accident, the Multi-Purpose Room has been repainted and new floors will be installed. In an effort to continue to keep the room looking new and professional, staff recommends installing bulletin boards to match the color of the room. The new bulletin boards would be enclosed and only staff would have access to the key. Anything posted would need to be approved by staff. Staff would monitor the information on the board and change it as each item expired or no longer was relevant.

FISCAL IMPACT:

Depending on the type of board selected, the cost will be approximately \$800 to \$1,000 for the two boards. Funding will come from the existing Senior Center budget.

ATTACHMENTS:

Photos of potential bulletin boards.



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Music Room & Band

Office & Reception

Outdoor Furniture

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Room Dividers

Science Lab

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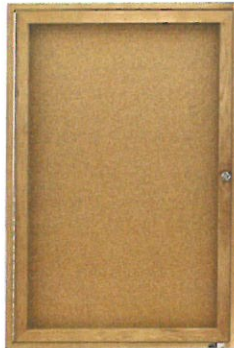
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Quartet

Enclosed Cork Bulletin Board with Oak Frame - 36"H x 24"W



SKU: QRT-363

Price \$210.95

Weight: 20.90 pounds

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Quartet®

Add item to your cart for a shipping quote.

Quantity: 1



ADD TO CART

Usually Ships within 2 Weeks

Description

Customer Reviews

Manuals/Downloads

Quartet's Enclosed Cork Bulletin Board with Wood Frame allows you to post messages and display awards without the worry of vandals destroying your items. The natural cork surface is self-healing and hides pin holes so it looks great year after year. A high-density fiberboard back helps the board keep its shape. Lock the wood door to keep vandals out and easily unlock to change your message. The attractive oak finish on the wood frame looks great in any office or school setting. Full-length piano hinges won't pinch fingers and ensure that your door stays securely attached to the aluminum frame. The acrylic window offers a clear view inside, but won't shatter if broken. Easy to mount to your wall with the included security lock system. Quartet's Enclosed Cork Bulletin Board with Wood Frame is 100 percent customer satisfaction guaranteed.

Key Features

- Acrylic window won't shatter if broken
- Natural cork surface holds push pins and won't show holes
- Handsome wood frame with oak finish
- Locking door has piano hinges and come with key
- Easy to mount

Specifications

- Board Material: Natural Cork
- Frame Material: Wood
- Frame Finish: Oak
- Number of Doors: 1
- Width: 24"
- Height: 36"

Note: This bulletin board can not ship to Canada.

- Google+

Sort By:	Price	Height	Width	Doors	SKU
View Item	\$210.95	36"	24"	1	QRT-363
View Item	\$350.95	36"	48"	2	QRT-364
View Item	\$662.95	48"	72"	3	QRT-367

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Ghent

Enclosed Fabric Tackboard w/ One Door - Walnut Finish Frame (30" W x 36" H)

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\$197.99

Manufacturer's Price: ~~\$397.00~~

You Save: \$199.01 (50%)

SKU: GHE-PN13630F

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Share:

Select Options:

Frame Style: Walnut Finish

Dimensions: 30" W x 36" H

Select Fabric Tackboard Color



Quantity:

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Number of Doors:	1
Surface:	Fabric
Frame Style:	Wood
Window Material:	Shatter-resistant acrylic
Usage:	Indoor use
Warranty:	10-year
Width:	30"
Height:	36"
Assembly:	Installation required
Weight:	20.0 lbs.
Shipping Method:	UPS
Note:	This item is non-returnable

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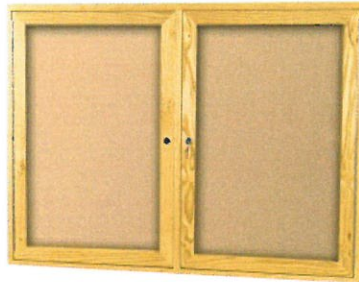
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Marsh

Enclosed Cork Bulletin Board with Oak Frame - 36"H x 48"W



SKU: MAR-MB-304

Price \$656.95

Weight: 52.00 pounds

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Marsh
Industries, Inc.
Innovation across the board.

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Quantity: 
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Marsh's Enclosed Cork Bulletin Board with Wood Frame is an attractive way to display and protect artwork, awards and announcements. This handsome enclosed bulletin board features two shatter-resistant, tempered glass doors that offer a great view of contents. Tack items right to the natural pebble-grain cork board. Comes with tumbler pin locks and keys. Marsh's 36" high by 48" wide Enclosed Cork Bulletin Board with Wood Frame and Two Doors is made in the USA and backed by a 10-year warranty.

Key Features

- Attractive oak frame
- Two doors with self-closing, adjustable hinges (shown in 3rd image) and shatter-resistant tempered glass
- Natural pebble-grain cork board won't show pin holes
- Made in the USA
- Backed by a 10-year warranty

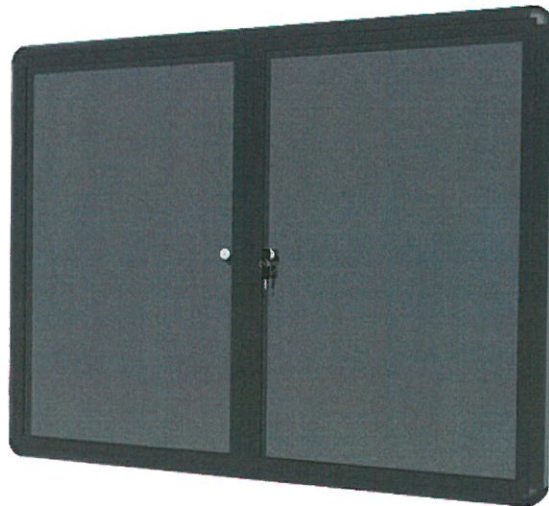
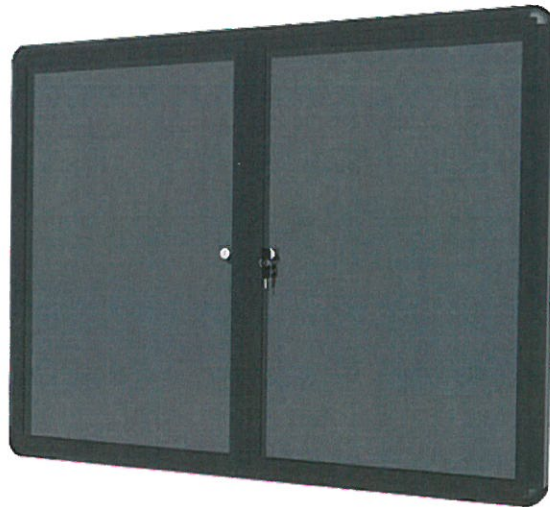
Specifications

- Board Material: Natural pebble-grain cork
- Frame Material: Oak
- Doors: 2
- Warranty: 10 years
- Width: 48"
- Height: 36"

Office DEPOT
OfficeMax

MasterVision® Enclosed Fabric Bulletin Board With Aluminum Frame,
36" x 48", Grey/Graphite Item # 486635

\$494.99





\$494.99 each

Free next business day delivery ⓘ

Order in the next 4 hours 22 minutes and get it **Wednesday, February 7**

Description

Your memos and notes will stand out against the stunning gray fabric bulletin surface in this reinforced, graphite aluminum frame. This stylish enclosed board will enhance any décor, and provide years of solid use.

- Swinging doors lock so you can securely display your messages.
- Includes a secure hanging system and 2 keys.
- Strong and lightweight, with a contemporary graphite finish.
- Eco-conscious choice — has one or more meaningful eco-attributes or eco-labels.
- Recycled content — Paper contains 100% total recycled content, including 100% postconsumer content, helping you save resources and reduce waste.

Product Details

Item #	486635
Manufacturer #	VT640103727
board color	gray
board features	hardware included
board material	fabric
board type	bulletin board
board use	meeting/classroom; office
brand name	MasterVision
Eco-conscious	Recycled Content
Frame	metal
frame color	graphite
interior depth	1 1/16 in.
locking doors	yes
manufacturer	Bi-silque Visual Communication Products, Inc.
primary material	fabric
quantity	1
size	36" x 48"
total recycled content	100%
weight per unit	25.86 lb
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Customer Reviews



MasterVision® Enclosed Fabric Bulletin Board With Aluminum Frame, 36" x 48", Grey/Graphite

(0)

Qty

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Office DEPOT
OfficeMax

MasterVision™ Anodized Aluminum Frame Enclosed Cork Bulletin Board, 2 Doors, 36" x 48" Item # 486935

\$389.99





\$389.99 each
 Free next business day delivery ⓘ
 Order in the next 4 hours 15 minutes and get it **Wednesday, February 7**

Description

- Strong, swing-out acrylic doors for clear message visibility
- Doors lock so you can securely place, protect and display your messages.
 - Includes a secure hanging system.
 - Strong and lightweight with a contemporary design.

Product Details

Item #	486935
Manufacturer #	VT640101720
board color	natural
board features	hardware included
board material	cork
board type	bulletin board
board use	meeting/classroom; office
brand name	MasterVision
Frame	metal
frame color	Silver
interior depth	1 1/16 in.
locking doors	yes
manufacturer	Bi-silque
primary material	cork
quantity	n/a
size	36" x 48"
weight per unit	30.63 lb
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Customer Reviews



MasterVision™ Anodized Aluminum Frame Enclosed Cork Bulletin Board, 2 Doors, 36" x 48"

(0)

Qty

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